



SEMINOLE COUNTY COMMUNITY ASSISTANCE APPLICATION FOR ASSISTANCE

All sections of the application **must** be completed; if a section does not apply to your household, enter "N/A."

PLEASE CHECK ASSISTANCE APPLYING FOR

All documents listed on pages 7 through 10 that correspond with the assistance you are applying for must be enclosed with the application.

☐ Rent ☐ Mortgage ☐ Good Neighbor ☐ Training
☐ Dental ☐ Utility ☐ EHEAP ☐ Deposit ☐ Other: _____

(Please Print Clearly)

Applicant		Co-Applicant (Spouse or member 18 & older)
Full Name:		
Age & Date of Birth:		
Social Security #:		
Gender: Circle One	Male or Female	Male or Female
Relationship of Co-Applicant to Applicant:		<input type="checkbox"/> Spouse <input type="checkbox"/> Partner <input type="checkbox"/> Roommate <input type="checkbox"/> Relative <input type="checkbox"/> Non-relative
Ethnicity/Special Needs: (For reporting purposes only, please check all that apply for Head of the Household Only)		
White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/>		
Farm Worker <input type="checkbox"/> Disabled <input type="checkbox"/> or Disabled Minor <input type="checkbox"/> Elderly <input type="checkbox"/> Homeless <input type="checkbox"/> Other _____		
Applicant Street & Mailing Address:		
Street Address:		Rent <input type="checkbox"/> Own <input type="checkbox"/> State: _____
City:		City Limit <input type="checkbox"/> Unincorporated <input type="checkbox"/> Zip: _____
Mailing Address (if different):		State: _____
City:		Zip: _____

Telephone Number: _____ E-mail Address: _____

Emergency Contact Name: _____ Emergency Phone Number: _____

Marital Status: ☐ Married ☐ Separated ☐ Single ☐ Divorced ☐ Widowed

OTHER MEMBERS IN THE HOUSEHOLD

Name	Date of Birth	Age	Relationship to Applicant	Social Security Number

*If additional space to list household members is needed please attach information to the back of this application.

Applicant Employment Information:

Current/Last Employer Name:		Phone Number:	
Address:			
Supervisor:		Fax Number:	
Position:	Start Date:	End Date:	

Co-Applicant Employment Information:

Current/Last Employer Name:		Phone Number:	
Address:			
Supervisor:		Fax Number:	
Position:	Start Date:	End Date:	

*If additional space to list employment information is needed please attach information to the back of this application.

INCOME RECEIVED MONTHLY

List the amount of income received monthly in column two by the source of income listed in column one. If income is listed in column one then the documents listed in column three are required if applicable. Column three lists the required documents of the various income sources listed in column one. **Forms**, in bold, are available in the Community Assistance Office or online with the application. The Community Assistance Office can notarize required documents below.

Column One	Column Two	Column Three Client will also have the option to use 3rd Party Verification if source is not available or more information is required to clarify income and assets. The client is responsible for any costs associated with the completion of 3rd Party Verifications . <i>The Deposit Program requires 3rd party verifications.</i>
Employment	\$	<u>Provide last 90 days of Pay Stubs.</u> All adults (18 years of age or older) in the household who are currently claiming no income, must sign and notarize a Verification of No Monthly Income form
AFDC/TANF/ (Cash Assistance)	\$	AFDC/TANF (Aid to Families with Dependent Children/Temporary Assistance for Needy Families) Printout or current decision letter from the Department of Children and Families. <u>Provide Decision Notice or Printout</u>
Social Security, SSI, SSDI, Pensions (VA, Military, Retirement)	\$	Provide a copy of current year Award or Benefit Statement. <i>A statement is required for <u>each</u> household member receiving benefits. <u>(Provide current year award letters)</u></i>
Unemployment Compensation	\$	All adults (18 years of age or older) in the household who are currently receiving unemployment, must sign and have notarized a DEO/AWI (form). <u>(Provide last 90 days of stubs or printout)</u>
Alimony/ Child Support	&	Divorce Decree or Court Order and child support and/or <i>alimony payment schedule if applicable, (must show Child Support); or Provide a notarized letter from the person paying support; <i>only if the support is not court ordered;</i> or Provide a printout from the court or government agency through which payments are being made for the last 90 days. (Last 6 months print out is required for deposits).</i>
FOOD STAMP ASSISTANCE	\$	Monthly food stamp assistance from the State of Florida for single adults and families.
Business or Rental Net Income	\$	Provide a copy of the last quarter's profit and loss statement; <u>and</u> provide last three (3) months/ninety (90) days of the business bank statements.
Workmen's Compensation	\$	Provide documentation from employer of amount and frequency of workmen's compensation. <u>(Provide last 90 days of pay stubs)</u>
Short- or Long- Term Disability	\$	Provide documentation from employer of amount and frequency of disability compensation. <u>(Provide last 90 days of pay stubs)</u>
Recurring Contributions and Gifts	\$	Provide a letter stating the amount and frequency of payment from the bank, attorney, or a trustee providing required verification; <u>or</u> A Verification of Recurring Cash Contributions (form) must be completed by the payee.
Other	\$	Please provide documents of all other source of income in the household.

EXPENSES PAID MONTHLY

Childcare or Child Support Payments	\$	Car Insurance	\$
All Loan(s) other than Car, Real Estate, Mortgage and Student Loans	\$	Medical	\$
Rent, Real Estate & Mortgage Loans	\$	Food	\$
Electric & Water & Gas	\$	Gas (Automobile)	\$
Phone – (Including Cell Phone & Cable)	\$	All Credit Cards	\$
Car Payment(s)	\$	Student Loan(s) Other	\$

ASSETS AND ASSET INCOME

For ALL Household Members, Including Minors, List Checking and Savings Accounts, IRA, CD, Bonds, Stocks, Equity in Properties, Whole Life Insurance, Pensions, etc. All adults (18 years of age or older) in the household who do not have a financial account, must sign a **Verification of No Financial Accounts** (form). **(Please provide the last 3 months of Bank Statements or benefit statements)**

Type of Asset	Financial Institution	Account #
1.		
2.		
3.		
4.		

*If additional space to list assets is needed please attach information to the back of this application.

ADDITIONAL QUESTIONS

Please read and answer all questions below, additional documents are required for questions with an asterisk *.

Forms, in bold, are available in the Community Assistance Office or online with the application.

*Are copies of valid Florida Photo ID or valid Florida Drivers License for all adult household members (18 years of age or older) attached to the application? ☐ Yes ☐ No

*Are copies of Social Security Cards and birth certificates for all household members attached to application? ☐ Yes ☐ No

*Did all adult household members (18 years and older) sign the **Signature Page** and the **Authorization of Release** (form) and attach to the application? ☐ Yes ☐ No

CITIZENSHIP/RESIDENCY:

Are you a U.S. citizen? ☐ Yes ☐ No

*If no, are you a permanent resident of the U.S.? (If yes, a copy of the resident card must be provided.) ☐ Yes ☐ No

LIVING ARRANGEMENTS:

*Is this a Section 8, Subsidized, TBRA or Public Housing Rental? ☐ Yes ☐ No

***Note: Rent and Utility assistance cannot be provided to customers who have Section 8, TBRA, Shelter Plus Care or are with a Housing Authority**

Are you homeless? ☐ Yes ☐ No

If yes, what are your current living arrangements? ☐ homeless shelter/facility ☐ other, please state: _____

HEALTH:

Do you have Dental Insurance or a discount plan/policy? ☐ Yes ☐ No

Do you have Vision Insurance or a discount plan/policy? ☐ Yes ☐ No

Do you have Medicaid Insurance? ☐ Yes ☐ No

Do you have Medicare Insurance? ☐ Yes ☐ No

EDUCATION:

Are you a high school graduate? ☐ Yes ☐ No

If yes, year of graduation: _____ If no, highest grade completed: _____

Please list any college degrees or vocational training you have completed: _____

Is Applicant, Co-Applicant, or any other household member 18 or older a full-time student? ☐ Yes ☐ No

*If yes, please list member(s) and provide supporting documentation if applying for Self-Sufficiency Program: _____

EMPLOYMENT:

Are you currently seeking employment? ☐ Yes ☐ No

If no, explain: _____

VETERAN:

Are you a Veteran or Spouse/Dependent of a Veteran?

☐ Yes ☐ No

If yes to either question, may our Veteran Service Officer contact you?

☐ Yes ☐ No**REASONABLE ACCOMODATIONS:**

Hearing impaired: Do you need TTD/TDY access to our staff?

☐ Yes ☐ No

Do you require accommodations for a disability?

☐ Yes ☐ No

If yes, what accommodations do you need? _____

Please complete if applying for the Training Program only:

Institution Name:				Program Name:			
This Program will enable me to (circle one): Attain Employment Maintain Employment Increase Income and/or Benefits							
Anticipated Enrollment Date:				Anticipated Graduation Date:			
Tuition Amount:	\$	Cost of Books:	\$	Cost of Training Supplies:			\$

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless individuals, and to better understand the need of homeless individuals. We only collect information that we consider to be appropriate.

I/we understand that Florida Statute 817 provides that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under Statutes 775.082 and 775.083. I/we further understand that any willful misstatement of information will be grounds for disqualification. I/we certify that the application information provided is true and complete to the best of my/our knowledge. I/we consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/we agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record. I/we further understand that if any misrepresentation or fraudulent statement is discovered after assistance has been provided, the County will demand and pursue through all legal remedies available, repayment of the funds provided for the assistance that was provided. The undersigned further understands that providing false representations herein constitutes an act of fraud. **Applicants that knowingly provide false, misleading or incomplete information will result in denial of application and barred from services from this office.**

***The Applicant and Co-Applicant must sign below.**_____
Applicant Signature_____
Date_____
Co-Applicant Signature_____
Date_____
Other Adult Member Sign Your Name_____
Other Adult Member Sign Your Name**THIS SECTION FOR OFFICIAL USE ONLY**

PROGRAM	<input type="checkbox"/> SHIP <input type="checkbox"/> BCC	<input type="checkbox"/> EHEAP <input type="checkbox"/> CDBG	<input type="checkbox"/> ESGP <input type="checkbox"/> CSBG	<input type="checkbox"/> SCU <input type="checkbox"/> EFSP	<input type="checkbox"/> ADDI <input type="checkbox"/> TBRA
Staff Signature:					
Approved:					
Denied:					
Award Amount:					
Reason:					
Appealed: NO <input type="checkbox"/> YES <input type="checkbox"/>					

SEMINOLE COUNTY COMMUNITY ASSISTANCE AUTHORIZATION FOR THE RELEASE OF INFORMATION

Please print information, do not use white-out.

I _____, the undersigned, hereby authorize
_____ to release by third party, without liability, information

(Leave this line blank, agency to complete)

in regards to employment, income, residency, dependency, or claims of loss or other confidential information pertaining to me and/or assets to the Seminole County Community Assistance Office, for the purposes of verifying information provided as part of determining eligibility for assistance under this application for assistance. I understand that only information necessary for determining eligibility can be requested. **This authorization is valid up to one year from date signed.**

TYPES OF INFORMATION TO BE VERIFIED:

I/We understand that previous or current information regarding me/us may be required. Verifications that may be requested are, but not limited to: employment history, hours worked, salary and payment frequency, commissions, raises, bonuses, and tips; cash held in checking/savings accounts, stocks, bonds, Certificates of Deposit, Individual Retirement Accounts, interest, dividends; payments from Social Security/SSI, annuities, insurance policies, retirement funds, pensions, disability or death benefits, unemployment, disability or worker's compensation, welfare assistance, net income from the operation of a business, and alimony or child support payments.

Organizations/individuals who may be asked to provide written/oral verifications are, but not limited to:

Past and Present Employers	Welfare Agencies/Other Social Service	Veterans Administration
Past and Present Landlords <i>(including Public Housing Agencies-TBRA/Section 8)</i>	Agencies and Non Profit Agencies	Retirement Systems
Support and Alimony Providers	State Unemployment Agencies	Banks and other Financial Institutions
Hospitals/Doctors/Pharmacies/Clinics	Social Security Administration	Religious Organizations
Funeral Homes and Crematories	Utility Companies	

CONDITIONS:

I/We agree that a photocopy of this authorization may be used for the purposes stated above. I/We understand I/we have a right to review this file and correct any information found to be incorrect.

Applicant Sign Your Name	Print Your Name	Date
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Co-Applicant Sign Your Name	Print Your Name	Date
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Other Adult Member Sign Your Name	Print Your Name	Date
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Other Adult Member Sign Your Name	Print Your Name	Date
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Note: This general consent may not be used to request a copy of a tax return or medical records.

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

Date _____

Unexpected financial hardships may include, but are not limited to the following:

Financial Hardship is listed in **bold and required document is listed underneath*

NOTE: Unexpected expenses paid with a credit card will not be considered.

- ◆ **Job loss due to a circumstance out of your control.**
 - Letter from employer verifying last date worked and reason for termination on signed company letterhead.
- ◆ **Reduction in employment hours by employer (not a result of client actions/requests).**
 - Written documentation from employer on letterhead signed stating effective date of reduction and reason for reduction with pay stubs within the last 6 months to verify statement from employer.
- ◆ **Family breakup can be considered if the previous household member's name is listed on the lease.**
 - Written and signed verification from landlord that person is no longer at residence and date they left the household or verification of incarceration (in jail) and documentation that person was a contributing member of the household – example: recent check stubs.
**Note: previous resident must have been on the lease agreement for loss to be considered.*
- ◆ **Expenses due to taking guardianship of a minor child(ren) due to abuse/abandonment or neglect.**
 - Court Order with customer and child's name showing date order became effective and receipts showing additional expenses paid out for child.
- ◆ **Documented on-going loss of child support payment.**
 - Current child support print out showing gap in payments
- ◆ **Unemployment benefits approval that results from appeal by customer (must show appeal letter and supporting documentation).**
 - Unemployment appeal decision letter showing you have been approved for benefits and notarized **DEO form**.
- ◆ **Out of work due to medical – without pay or reduced pay**
 - Medical excuse from licensed physician stating dates out of work under doctor's care and expected date of return (no medical records accepted).
- ◆ **Unexpected car or home repairs- routine maintenance not considered**
 - Receipt in customer's name from licensed vendor within the last 6 months (car repairs also require current car registration)
- ◆ **Lapse in payment for extended benefits for unemployment, short term disability or workmen's compensation-*Cannot be due to customer's actions**
 - Print out or letter from agency verifying gap in payments and reason (if STD or workman's comp)
- ◆ **Seniors or disabled customers that receive the unexpected garnishment of multiple Medicare per diems from their social security check.**
 - Social Security Awards letter verifying the lump sum Medicare Premium being taken out
- ◆ **Consideration may be given for those employees whose hours normally and routinely fluctuate; such as, pool employees, temp or part-time personnel, commission sales personnel or home health care workers only once and with approval from the Case Manager Supervisor but not in the future if client continues to work such employment.**
 - Must have documentation from employer on signed company letterhead indicating the start date and the situation, such as temporary assignment ending, layoff, decrease in hours or sales etc.
- ◆ **Burglary/Theft of funds**
 - Must have police report filed within 30 days of incident occurring
- ◆ **Unexpected expenses/or loss of income due to death of family member (spouse, domestic partner, father, mother, child, siblings, grandchild, grandparents).**
 - Receipt from funeral home showing amount paid or receipt for plane ticket/travel expenses along with death certification, obituary, and/or funeral program for deceased
- ◆ **Fire/Arson resulting in relocation and/or loss of income/property *Note: Cannot assist if losses covered by homeowners/renter insurance**
 - Written report from Fire Marshall indicating occurrence was at the household

Unexpected financial hardships do not include the following:

- ◆ Job loss due to household member's own actions.
- ◆ Customers showing sufficient income even with a loss of income.
- ◆ Customers with liquid assets balance of \$5,000.00 or more (examples: checking, saving, money market)
- ◆ Quitting employment without documentation of just cause.
- ◆ Over drawn bank accounts/ exhausting savings accounts.
- ◆ Entitlements ending, stopping and/or being reduced due to sanctions, over payments, failure to report income changes, or child reaching maximum age for benefits.
- ◆ Family members ceasing financial assistance.
- ◆ Arrests, payment of legal fees, probation, or traffic violations.
- ◆ Social Security payments ending and/or stopping due to failure to report income, over payments, or benefits ending due to children reaching age limit.
- ◆ Anticipated breaks from employment; for example School Board/and or private schools off for summer break or holidays.
- ◆ Higher utility bills (not able to supplement customer's income refer to LIHEAP)
- ◆ Salaries that are paid "under the table" or not filed on yearly taxes.
- ◆ Customers that have a co-signer who has signed a guarantee to pay their rent.
- ◆ Loans/credit debt or any garnishment of wages due to a loan or debt.
- ◆ Sanctions from government programs (AFDC, Food Stamps, Welfare Transition/Reform).
- ◆ Gaps in financial aid payments or delays are not considered a loss.
- ◆ Loss of income for individuals not listed on the lease agreement.
- ◆ Loss of income due to gambling or losses in the stock market.
- ◆ Customers living off of credit cards that are "maxed out" or interest rate increases on charges or cash advances will not be considered.
- ◆ Loss of income was documented through payment on a credit card.

Assistance will be provided according to the program eligibility requirements and the availability of funding; some restrictions apply.

This program is open to all without regard to race, color, national origin, sex, handicap, familial status, or religion. All Seminole County programs are on a first come, first completed basis. Those who supply the Program with all the information needed to process their application while funds are available will be processed first.

HOURS OF OPERATION:

Effective October 1, 2012

Our office is open Monday thru Friday from 8 a.m. – 5 p.m.

All customers applying for assistance must attend an Orientation in-house or view on-line. In-House Orientation is offered two times per week, with the exception of Seminole County observed holidays.

ORIENTATION:

Monday and Wednesday at 8:15 a.m.

Check in time is 8:00 am.-8:15 a.m. on Monday and Wednesday. Doors close promptly at 8:15 a.m.

Only 24 customers accepted in each orientation, each customer will be given 15 minutes screening appointments before orientation starts based on the order they sign in. Customers must be back at least 15 minutes before their schedule screening appointment. Customers may also apply online at www.seminolecountyfl.gov/apply4help.

Seminole County Community Assistance/Housing & Financial Assistance - 534 West Lake Mary Blvd - Sanford, FL 32773 Ph: 407-665-2300 Fax: 407-665-2358

**Seminole County
Community Assistance Division
Housing & Financial Assistance
Documentation Required**

***Forms**, in bold, are available in the Community Assistance Office or online with the application.*

Basic Documents Required for ALL Services

- ☐ All sections of application completed and signed.
- ☐ Valid Florida Picture ID or Valid Florida Driver's License of all adult household members (ages 18 and older)
 - *Please note: Out of state IDs, expired IDs, Passports, Military IDs are not acceptable forms of identification*
- ☐ Social Security cards or two page letter from SSA indicating your name and social security number for all household members
- ☐ All household members must provide a U.S. Birth Certificate (a valid U.S. Passport may be substituted if a U.S. birth certificate is not available)
- ☐ If any household member is not a US Citizen, you must provide a copy of the Valid Permanent Resident Card

Documentation of Residency

- ☐ Current Mortgage Statement/or Proof of Ownership or
- ☐ Current Valid Lease Agreement and
- ☐ Current Utility Bill within last 30 days (electric, water or gas showing name and address)
- ☐ Homeless customers must provide signed, affidavit of homeless status in Seminole County AND
 - ☐ Letter from agency/church or facility on signed company letterhead verifying homeless situation OR
 - ☐ Court eviction within the last 12 months to show homelessness

Income

- ☐ Proof of All Household Income-***Please provide all that apply to your household***
Please note: The CSBG Training program requires only the last 30 days of income and bank statements for the household. The Deposit Program requires third (3rd) party verifications only.
 - ☐ Verification of Employment Income: Paystubs for the last 90 days for all household members currently employed
 - ☐ Verification of Assets: Bank Statements for the last 90 days for all bank accounts (**transaction histories are not acceptable-statement must show beginning and ending balance for period covered*)
 - ☐ Verification of Unemployment Benefits: Department of Economic Development (DEO) form completed and notarized. If unemployment is from another State, must provide check stubs or print out for the last 90 days.
 - ☐ Verification of Social Security Income: Current year Social Security Awards letter for all SSDI, SSI, and Social Security benefits for all household members receiving the income
 - ☐ Verification of Self employment income: provide last 3 months of business bank accounts, last 3 months of profit/loss statement, and last year tax return
 - ☐ Verification of child Support (***Required for all households with minor children not living with both biological parents***)
Print out from Child Support Enforcement , Clerk of the Court, or Department of Revenue website showing the last **90** days of payments **or** Court Order **or** if support is not court order, payee provides a notarized statement of monthly support paid **or** proof from Child Support Enforcement or the Clerk of the Court that you are not currently receiving child support. Deposit Program requires the last 6 months child support print out if the court order is not available.
 - ☐ Verification of Alimony or Separation Payments-court order or check stubs showing the last 90 days of payment
 - ☐ Verification of Pension, Retirement and Annuities- last 90 days of check stubs or letter from company on signed company letterhead verifying the monthly benefit received.
 - ☐ Verification of Income from Military Service-LES (Leave & Earning Statement)
 - ☐ Verification of Veterans Administration Benefits- letter from VA verifying monthly benefit received.
 - ☐ Verification of Recurring Cash Contributions-form must be completed by person providing household with monthly support
 - ☐ Verification of No Monthly Income (***Must be completed and notarized by all household members 18 and older claiming no monthly income***)
 - ☐ Verification of No Financial Accounts (***Must be completed and notarized by all household members 18 and older claiming no financial/bank account***)
 - ☐ Cash Assistance Verification: TANF (cash assistance) / Food Stamps Decision Letter or print out from DCF showing last 90 days of payments
 - ☐ Verification of Worker's Comp or Short/Long Term Disability- last 90 days of paystubs or paperwork on signed company letterhead verifying the amount of the weekly benefit and how long the benefit will last

☐ **Third Party Verification Forms:**

- ☐ Verification of Employment (VOE) Form
- ☐ Verification of Deposit (VOD) Form
- ☐ Verification of Pension and Annuities Form
- ☐ Verification of Child Support
- ☐ Recurring Case Payment

Documentation of Financial Hardship (Required for Rent, Mortgage or Utility Assistance) within the last 6 months

- ☐ Please see attached Hardship letter for listing of required documentation to prove your hardship

Documentation of On-going Management (Sustainability- Required for Rent, Mortgage or Utility Assistance)

- ☐ **Proof of new or continued employment-** Statement from new or current employer on signed company letterhead verifying date you will start employment or return to employment, rate of pay, and hours worked weekly.
- ☐ **Unemployment Approval-** Unemployment decision letter and wage transcript verifying you have been approved for unemployment and the weekly benefit amount OR completed DEO form notarized

Additional Documents Required for Specific Service Requested

- ☐ **Mortgage**
 - ☐ Current Mortgage Statement
 - ☐ Completed mortgage release form authorizing Seminole County to contact mortgage company.
- ☐ **Rent**
 - ☐ If applying for 1st month's rent, the eviction must have occurred in Seminole County and show copy of Court Eviction Notice within the last 12 months.
 - ☐ 3 Day Eviction/Late Notice- if you have received one from landlord/complex **(NOT REQUIRED TO APPLY FOR SERVICES)**
- ☐ **Utility (must be in the name of customer or other adult in household)-Electric, Water, and Gas Only**
 - ☐ Past Due or Current Utility Bill (original or electronic bill required ***note:** account/statement summaries not accepted)
 - ☐ Cut Off Notice (Disconnection notice not acceptable)
- ☐ **Dental**
 - ☐ Original Written Dental Referral from Licensed Dentist within the last 30 days
- ☐ **Deposit Program**
 - ☐ Household must provide documentation of either being homeless or in danger of becoming homeless as a result of the inability to pay security and/or utility deposits when seeking residence in rental housing by providing one of the following documents;
 - o Court eviction within the last year; **or**
 - o Foreclosure notification within the last year; **or**
 - o Documentation from City or County Code Enforcement stating current housing is substandard housing; **or**
 - o Notice of no lease renewal from landlord; **or**
 - o Proof the household has been residing in an extended stay hotel/motel for 7 days; **or**
 - o Referral from a homeless shelter or agency/church on signed agency letterhead;
 - In addition, domestic violence shelter referrals must provide a denial letter for victims crime compensation funding
 - ☐ Rental unit must be located within Seminole County;
 - ☐ Monthly rent charged on the unit cannot exceed the current fair market rent (FMR) for Seminole County;
 - ☐ Monthly rent charged on the unit must be at or below 30% of the household's maximum income level.
- ☐ **Training Program**
 - ☐ Provide acceptance letter for an Approved Workforce Central Florida Training Program dated within the last 30 days; and
 - ☐ Provide a copy of class schedule; and
 - ☐ Provide a copy of financial aid documentation from school; and
 - ☐ Provide an invoice for program tuition, books and training supplies (Please note: Seminole County will pay the vendor directly).